

All Arizona 21st CCLC grantees must submit a **Student Attendance Report** to the Arizona Department of Education using the report template and guidance provided below.

How to complete your annual 21st CCLC Student Attendance Report

- 1) Download the **NEW** report template, **revised** spring, 2014.



Click on this link for the [Student Attendance Report template](#).

- 2) Gather the following data for *all students who participated one day or more in the program-*

Site Entity ID	Student SAIS ID	Student Last Name	Student First Name	Total Number of Days Attended
<i>Note: Do not change the wording in the headings for the columns in the Student Attendance Report.</i>				

These reports will be used for State Level Evaluation and for cross reference with the Annual Performance Report.



Click here to view a [Visual “How To” Snapshot](#).
See at a glance how the report is to be completed.

- 3) Name your Student Attendance Report using the following naming convention:

YourDistrictName.YourSchoolName. CCLC SiteEvalRpt (2013-14)	Acceptable abbreviations:	Acceptable abbreviations:
Examples: SantaCruzValleyUSD.MountainViewEI. CCLC SiteEvalRpt (2013-14)	<u>District Type</u> USD UD ED	<u>School Type</u> EI MS HS K-8
AltarValleyED.AltarValleyMS. CCLC SiteEvalRpt (2013-14)		

Since many Arizona Districts/LEAs or Schools can have the same initials, it is important to spell out the name of the District/LEA and the School when naming your Student Attendance Report file. The district and school should be readily identifiable.



Please use the official District/LEA and School names and Site Entity ID numbers registered with ADE - Click [HERE](#).

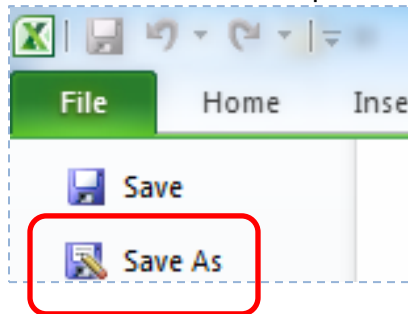


Not sure how to re-name your Student Attendance Report document? See “How to name your Student Attendance Report document file” below.

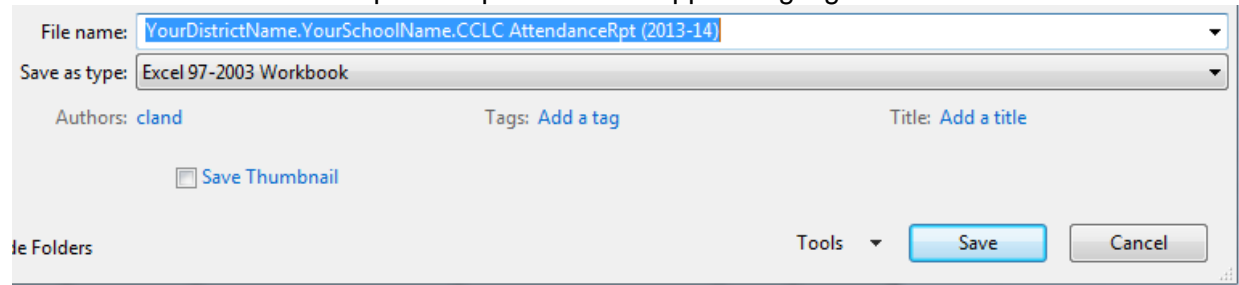


How to name your Student Attendance Report document file

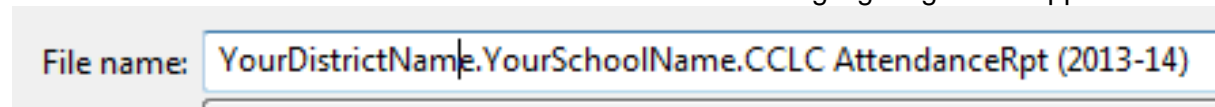
Click on **“File”** at the top left of the Excel document, then **“Save As”** in the drop down menu.



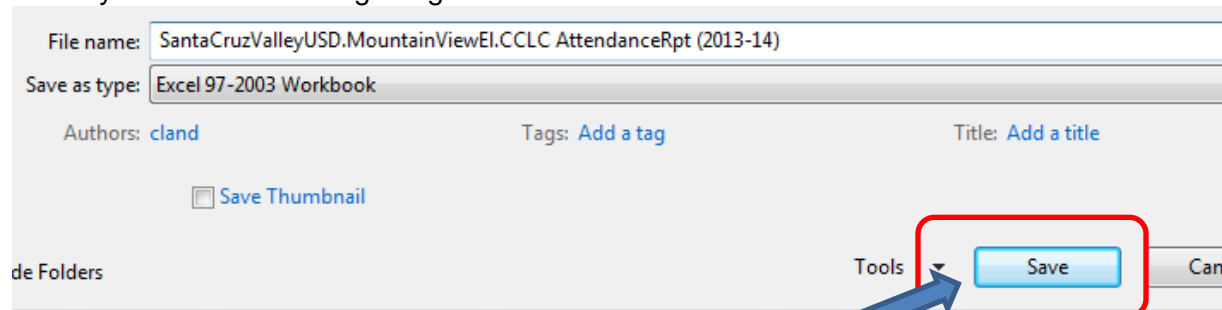
The Student Attendance Report template title will appear highlighted in blue.



Click **once** on the text of the title of the document. The blue highlighting will disappear.



Name your document using the guidance in number 3 above.



After you have re-named your report with your district and school name, click on “Save” to save the report with the new title.

4) Send your Student Attendance Report via the Secure File Transfer Protocol (SFTP) outlined below to safeguard protected student data. See the SFTP below.

How to send your Student Attendance Report Securely



It is necessary to have special Secure File Transfer Protocol (SFTP) software on the computer in order to upload the Student Attendance Report file to ADE in a secure way. If you do not have an SFTP client already installed on your computer, directions are given below.

Upload the Student Attendance Report using the following information:

Host name: sftp.azed.gov

Username: ADE_R&E

Password: TYegw2A6



Do not submit Student Attendance Reports via email to ADE staff. Student Attendance Reports must be sent via Secure File Transfer Protocol (SFTP) to safeguard protected student data.



Need an SFTP client?

Contact your district administration to find out who is already set up to send files securely. Or your technical support people can help you download an SFTP that they recommend. An additional option, that is free and easy to use, is WinSCP.



Directions for downloading WinSCP- [Click here](#)

Thank you in advance for completing this and all of your 21st CCLC reports on time. Early submissions of reports are always welcome.